
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE NATIONAL ESTIMATES



PERMANENT RECORDS FOR ONE

1 a&b

a. SUBJECT FILE

Consists of correspondence, reports, cables, memoranda and other papers reflecting policy, decisions, and procedures for the coordination, evaluation and production of intelligence estimates. File contains such subjects as ONE Diary, Coordination Process, Estimates Program, External Research, Meetings, Notices, Career Service, Briefing Notes, Organization and others. File also contains folders maintained by addressee or source for internal CIA communications, cables and other agency communications. Filed alphabetically by subject. (1950 to date)

b. CHRONO READING FILE

An extra copy of outgoing communications maintained as a convenient reference file for the Staff. Notations as to file location of documents is made. Used as an index to the Subject File. Filed chronologically. (1954 to date)

10 b

NATIONAL INTELLIGENCE ESTIMATES FILES

b. Development File. This is the record set of background material accumulated during the development of an intelligence estimate. Contains consumer's request (if any), terms of reference, copies of all contributions, comments on contributions and other documents pertaining to the development and preparation of a finished National Intelligence Estimate or Special Estimate. Filed numerically by Estimate Number. (1955 to date)

16

STAFF MEMOS

Consist of memoranda written by members of the Estimates Staff on various subjects. Memos are written for action by the Board, or for information of the Board; some memos may develop into an estimate. File consists of many top secret documents and is maintained as the record set for ONE. Filed by memo number. (1951 to 1956)

21

INTELLIGENCE ADVISORY COMMITTEE FILE

These are the official records of the IAC maintained for the secretary. Consist of minutes of meetings, substantive papers regarding studies in which IAC is interested, progress reports, and agenda. Filed by category. (1954 to date)

30

INTELLIGENCE ESTIMATES FILES

These are the record copies of the National Intelligence Estimates, Special Intelligence Estimates, and Special National Intelligence Estimates. They consist of published copies of Estimates, and top secret signature sheets. Filed numerically by Estimate number. (1950 - 1957)

17 b

INTELLIGENCE ESTIMATES FILES

b. Development File. Consists of copies of contributions, drafts, terms of reference, and other papers collected in developing an estimate. Material sent to Reading Room where it becomes the official Development File for ONE. Filed by estimate number. (Current)

Equipment Inventory
for
Office of National Estimates
July 1957

	Legal safe	Letter safe	2-dr safe	5-dr safe	cabinets	bookcases
Administrative Office	3	1	1			
Publications	2	1				
Support Branch	5			2	1 10-dr (3x5)	
Reading Room	12*	1	2			2-door Mosler
Chief Estimates	6		1			
Board of Estimates	3		2			
Estimate Staff Specialists						4
EE	5		1		1 4-dr	9
WE	4		1			6
FE	3		1			8
NE	4					2
	47	3	9	2	1 10-dr 1 4-dr	29 1 Mosler

* 11 of these safes have been replaced by 10 5-dr cabinets as a result of a recommendation made during the audit survey.

RD

SECRET

RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 20-57 for
the Office of National Estimates is approved
and authority hereby given to implement the
disposition instructions contained thereon.

X1 Preparation and Review:

[Redacted Signature Box]

23 August 1957
Date

Date

Approval:

[Redacted Signature Box]

Chief, Records Management Staff

29 August 1957
Date

25

SECRET

OFFICE OF NATIONAL ESTIMATES
Item changes on New Schedule

<u>NO. ON OLD SCHEDULE</u>	<u>NOW ON NEW SCHEDULE</u>	<u>NO. ON OLD SCHEDULE</u>	<u>NOW ON NEW SCHEDULE</u>
1	1a	16	18
	b	17	19
	2 new item	18	20
	3 new item	15	21
2	4b		22 new item
3	4a		23 new item
	4c new item	19	24
4	5	20	25
5	6	21 deleted	
6	7	22	26
	8 new item	23	27
7	9	24	28
8	10	25	29
9a-e	11a-e	26	30
	f new item	27	31
10	12	28	32
11	13	29	33
12	14	30a-f	34a-f
13	15		g new item
	16 new item	31	35
14	17	32	36
15	21		

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3 RECORDED FROM RECORDS		SCHEDULE NO. 20-57 CONCURRENCE	
OFFICE, DIVISION, BRANCH OFFICE OF NATIONAL ESTIMATES - Office of Assistant Director		SIGNATURE 25 TITLE <i>SA 15 / 17 E</i> DATE 23 Aug. 57	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	a. OFFICE SUBJECT FILE Consists of correspondence, reports, cables, memoranda and other papers reflecting policy, decisions, and procedures for the coordination, evaluation and production of intelligence estimates. File contains such subjects as ONE Diary, Coordination Process, Estimates Program, External Research, Meetings, Notices, Career Service, Briefing Notes, Organization and others. File also contains folders maintained by addressee or source for internal CIA communications, cables and other agency communications. Filed alphabetically by subject. (1950 to date)	8.0	Permanent. Disposal not authorized. Transfer to the Reading Room when file becomes inactive; retain in Reading Room for one year then transfer to the Records Center.
	b. CHRONO READING FILE An extra copy of outgoing communications maintained as a convenient reference file for the Staff. Notations as to file location of documents is made. Used as an index to the Subject File. Filed chronologically. (1954- to date)	1.0	Permanent. Disposal not authorized. Cut off at the end of each calendar year and transfer to the Reading Room. Transfer to the Records Center with corresponding subject files.
2.	STAFF MEMORANDA FILE Consists of extra copies of staff memos written by members of ONE Staff on various subject matters. File maintained for reference purposes for the Assistant Director and the Deputy. Record copies maintained by the Chief, Estimates Staff. Filed numerically by memo number. (1951 to date)	2.0	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3			
3	WORKING FILE These are working papers, reference publications and copies of correspondence relating to matters of current or continued interest to the Assistant Director.	3.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
4	REFERENCE PUBLICATIONS FILES a. Consists of published copies of National Intelligence Estimates, and Special Intelligence Estimates maintained for reference purposes for the Assistant Director and Deputy Assistant Director of Office of National Estimates. Record copies filed in Item 30. Filed numerically by estimate number. b. Consists of drafts of estimates and contributions to estimates which are currently in process. Files reflect the progress or status of the estimate and are used for reference purposes by the Assistant Director. Official Development File maintained by the Reading Room (Item 10b). Filed by estimate number. (Current) c. A 5x8 card file containing the status or history of NIE and SNIE's. Serves as a ready reference and as an index to the development and published estimates files. (1954 to date)	6.0 1.5 .1	Temporary. Destroy when no longer needed for reference purposes. Temporary. Destroy upon publication of estimate (except that sole record copies of documents will be transferred to the Reading Room for incorporation into the Development File (Item 10b)). Temporary. Destroy when no longer needed for reference.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3</p> <p><i>United States Intelligence Board</i> INTELLIGENCE ADVISORY COMMITTEE FILE <i>USIB</i></p> <p>Consists of extra copies of IAC documents maintained for reference purposes. Contains Agenda, Minutes, Progress Report and IAC D Papers. Record files maintained by committee secretariat (Item #21). Filed under Folder Titles as listed above. (1956 to date)</p>	2.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

RECORDS CONTROL RELEASED 2005/11/21 : CIA-RDP78-00487A000100140008-3

SCHEDULE NO.

100140008-3

25X

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE OF NATIONAL ESTIMATES - Administrative Office

TITLE

Ch. Miller. WFF - 5/3 Aug/57

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
6	ADMINISTRATIVE SUBJECT FILE Consists of correspondence, forms and other documents reflecting the administrative support functions carried on for Office of National Estimates. Specific folders include such subjects as Travel, Personnel Actions, Recruitment, Position Description, Training, Security, Budget and other subjects reflecting housekeeping functions. These files are used for administrative purposes and are essentially duplicated in other offices having the primary administrative functions for the Agency. Filed alphabetically by subject. (1950 to date)	2.6	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Reading Room, hold for two years and destroy.
7	SERVICE RECORD CARD FILE Consists of OF Form 4b "Employee Record Card" containing recorded personnel actions, training courses attended and other notations. Cards are maintained in lieu of Personnel Folders and are used for personnel administration in Office of National Estimates. Filed alphabetically by surname. (Current)	.1	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer, forward to gaining office.
8.	CABLE FILE Extra copies of cables that are maintained as reference copies for the AD and his Deputy. Filed chronologically. (1955 to date)	.2	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3		
9	<p>MAIL CONTROL FILES</p> <p>Consist of a record of the receipt and dispatch of all classified material within the Office of the Chief, including cables, top secret documents, [] draft estimates, and other types of classified material. (1955 to date)</p> <p>a. Top Secret Log.</p> <p>b. Secret and Below Logs.</p> <p>c. Cable Logs.</p>	<p>.1</p> <p>.5</p> <p>.1</p>	<p>Temporary. Disposal not authorized. Retain indefinitely in current files area.</p> <p>Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area for one year and transfer to the Reading Room.</p> <p>Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

RECORDS CENTER Released 2005/11/21 : CIA-RDP78-00487A000100110008-3

SCHEDULE NO.

A000100110008-3

25X

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Support Staff, Reading Room

SIGNATURE

TITLE

DATE

Off. [Signature] *(23 Aug/57)*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
10	NATIONAL INTELLIGENCE ESTIMATES FILES a. Published Copy. This is an extra copy of all published National Intelligence Estimates, Special Estimates and Special National Intelligence Estimates prepared by this office and maintained for reference purposes. Record copies filed in Item #30. Filed by Estimate Number. (1950 to date) b. Development File. This is the record set of background material accumulated during the development of an intelligence estimate. Contains consumer's request (if any), terms of reference, copies of all contributions, comments on contributions and other documents pertaining to the development and preparation of a finished National Intelligence Estimate or Special Estimate. Filed numerically by Estimate Number. (1955 to date) c. Development Files (Temporary). Consists of extra copies of contributions, terms of reference and other material collected during the development of an estimate. Maintained for reference purposes until official record set is received. Filed numerically by Estimate Number. (Current)	10 18 1.0	Temporary. Destroy when no longer needed for reference purposes. Permanent. Disposal not authorized. Transfer to the Records Center 2 years after completion of Estimate. Temporary. Destroy upon receipt of official record set.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3</p> <p>REFERENCE PUBLICATIONS FILES</p> <p>These are reproduced or published copies of publications collected and maintained for information and reference purposes. Publications are of non-record value and additional copies are retrievable from publisher or issuing office.</p> <div style="border: 1px solid black; height: 150px; width: 350px; margin: 10px 0;"></div> <p>c. National Intelligence Surveys. Consists of published copies of NIS's maintained for reference purposes. Filed numerically by NIS Number.</p> <p>d. Publications of other Government Agencies. Consists of publications received from State, Army, Navy, Air, NSC, Department of Defense and other agencies of the government. Filed by source and type publication.</p> <p>e. Magazines and Newspapers. Consist of commercial magazines and newspapers such as Newsweek, Harpers, Time, Life, Foreign Affairs, The Economist, U. S. News and World Reports and others. Filed by title.</p> <p>f. Special Restricted Documents. Consists of material which relates to other files maintained in the Office but required to be segregated because of classification and for security reasons. (1954 to date)</p>	<p>2</p> <p>2.0</p> <p>19</p> <p>1.0</p> <p>6</p> <p>4.0</p>	<p>Temporary. Destroy when no longer needed for reference purposes (Except that instruction for the return of specific documents to source will be complied with).</p> <p>Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).</p> <p>Temporary. Return to Supplemental Distribution when no longer needed for reference purposes.</p> <p>Temporary. Destroy when one month old.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Temporary. Return to OSI for disposition when no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3			
12	<p>LIBRARY MATERIAL</p> <p>Consists of reference books such as Encyclopedia Britannica, The World of Learning, Minerals Yearbook, Yearbook of the United Nations, The United States in World Affairs and similar books collected and maintained for reference purposes.</p>	20	Temporary. Return to CIA Library when no longer needed for reference purposes.
13	<p>TOP SECRET LOG</p> <p>Consists of a record reflecting the receipt and disposition of all Top Secret documents in the Reading Room. (1955 to date)</p>	.2	Temporary. Disposal not authorized. Retire to the Records Center after 3 years.
14	<p>SPECIAL OPERATIONAL INTELLIGENCE FILES</p> <p>a. Reference Publications File. Consists of extra copies of intelligence publications prepared by various offices in ONE and the Agency and by other the agencies. These publications are maintained separately for operational purposes and are essentially duplicated in the Library. Filed by area.</p> <p>b. Mail Log. Consists of log recording the receipt and disposition of all operational intelligence. Filed chronologically. (1953 to date)</p>	2.0	Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).
		.3	Temporary. Destroy after 5 years. Cut off at the end of each year; retain in current files area for 2 years and transfer to the Records Center.

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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

SCHEDULE NO.

SIGNATURE

TITLE

DATE

OFFICE, DIVISION, BRANCH

Office of the Chief
OFFICE OF NATIONAL ESTIMATES / Estimates Staff

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

15

STAFF SUBJECT FILE

Consists of memoranda, notices, minutes of meetings, reports and other papers which reflect the function of the staff in coordinating, evaluating, and producing Intelligence Estimates. Specific documents include memos to Board of National Estimates, DCI, the representatives and General Group, minutes on Editorial Board proceedings, minutes on Princeton Meeting, Post mortum studies, and similar subjects. Essential material is duplicated in Items #1 and 6. Filed by subject.

(1953-1957)

2.0

Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files area for 2 years and destroy.

16

STAFF MEMOS

Consist of memoranda written by members of the Estimates Staff on various subjects. Memos are written for action by the Board, or for information of the Board; some memos may develop into an estimate. File consists of many top secret documents and is maintained as the record set for ONE. Filed by memo number.

(1951 to 1956)

1.0

Permanent. Disposal not authorized. Retain in current files area until no longer needed for reference purposes then transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
17	INTELLIGENCE ESTIMATES FILES Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3		
	a. Published copy. Consists of copies of finished National Intelligence Estimates together with field comments (retained on a selective basis). Maintained for reference purposes. Record copy in Item #30. Filed by Estimate Number. (1955 to 1957)	3.0	Temporary. Retain in current file area for 2 years then transfer to the Reading Room for disposition.
	b. Development File. Consists of copies of contributions, drafts, terms of reference, and other papers collected in developing an estimate. Material sent to Reading Room where it becomes the official Development File for ONE. Filed by estimate number. (Current)	2.0	Permanent. Disposal not authorized. Transfer to the Reading Room 1 month after Estimate is published.
18	NATIONAL SECURITY COUNCIL FILES		
	a. These are copies of final NSC reports, Progress Reports, and amendments to the reports. Filed by report number. Copies of Final Reports are forwarded to OCB. Record copies maintained by DDI.	9.3	Temporary. Except for final reports, documents are retained in current files area and, when no longer needed for reference purposes, are destroyed.
	b. Extra copies of drafts of supporting material to the reports and amendments. Maintained for reference purposes. Filed numerically.	1.0	Temporary. Destroy 6 months after final report is published.
	c. Determination File. Copies of directions for carrying out policies of NSC reports. Filed numerically. (1951 to 1956)	.3	Temporary. Destroy 6 months after final report is published.
	d. Records of Actions. These consist of the minutes of Council meetings. Filed chronologically. (1951 to 1956)	.4	Temporary. Retain in current files area until no longer needed. Destroy at that time.
	e. This file consists of minutes of Planning Board Meetings, NSC agenda for council meetings, reports on status of projects, and other related papers. Maintained for reference purposes. Filed chronologically.	.4	Temporary. Destroy after 6 months. Maintain a 6 month level and destroy material when 6 months old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3		
19	<p>COMMUNICATIONS CONTROL LOGS</p> <p>a. These are retained signed copies of Top Secret Logs recording receipt and destruction of top secret material.</p> <p>b. This is a record of the receipt and disposition of all classified NSC material. Filed chronologically. (1951 - 1957)</p> <p>c. Logs maintained on all other material classified below top secret. Maintained primarily for security purposes. Filed chronologically. (1951 - 1957)</p> <p>d. NIE Number Log. This log records the number assigned to an estimate, the subject title, and date of publication. Used to maintain control on NIE numbers. (1951 - 1957)</p>	<p>.2</p> <p>.3</p> <p>.3</p> <p>.1</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
20	<p>HISTORY RECORD OF NATIONAL INTELLIGENCE ESTIMATES</p> <p>This file consists of copies of forms on which is recorded the status of NIE's from the time of initiation until final publication. A copy is placed in the development file, Used in preparing budget estimates and cost studies. Filed numerically. (1951 - 1957)</p>	<p>.2</p>	<p>Temporary. Destroy after 5 years. Cut off at end of each calendar year; retain in current files area for 5 years and destroy.</p>

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SCHEDULE NO.

SIGNATURE

TITLE

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - *United States Intelligence Board*
Intelligence Advisory Committee
Secretariat changed 9/15/58 RD

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
21	<i>U.S. Intelligence Board</i> INTELLIGENCE ADVISORY COMMITTEE FILES <i>USIB</i> These are the official records of the IAC maintained for the secretary. Consist of minutes of meetings, substantive papers regarding studies in which IAC is interested, progress reports, and agenda. Filed by category. (1954 to date)	4.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
22	IAC SUPPORT AND WORKING PAPERS. a. Secretariat's working papers and reports of immediate interest re IAC matters. Maintained for immediate reference until Estimate is published. b. Support Papers. Consist of records relating to IAC subcommittees, releases of information to foreign governments, NIX objectives, briefing memos and other supporting documents. Grouped by categories. (1954 to date) <i>USIB</i> c. Drafts of IAC minutes, agenda and records of persons attending IAC meetings. (1956 to date) d. Card index. A 3x5 card file used as an index to release memos. Card made up for each NIE indicates countries information may be released to, date and meeting at which release was approved. Serves as a convenient reference file. Filed by NIE number. (1956 to date)	3.0 3.0 .3 .1	Temporary. Screen file periodically. Destroy material no longer needed for reference purposes, incorporate other material into related files. Temporary. Destroy when no longer needed. Temporary. Destroy after 1 year. Cut off at the end of each year; retain for one year and destroy. Temporary. Retain indefinitely in current files area.

USCIB and IAC became USIB on 9/15/58 with Secretary located in ONE

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3		
22	<div data-bbox="805 1003 862 1031" style="text-align: right;">USIR</div> e. Extra copies of agenda, minutes and etc documents. Used for extra distribution and reference purposes. (Current)	5.0	Temporary. Destroy when no longer needed.
23	LIBRARY MATERIAL These are library books, technical manuals and other publications, such as the American Economic Review, The American Scholar, Far Eastern Quarterly, etc., which are used for reference purposes.	6.0	Temporary. Return to OCR Library when no longer required for reference purposes.

SECRET

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

SCHEDULE NO.
7A000100110008-3

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Estimate Staff, Specialist Group

SIGNATURE

TITLE

DATE

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
24	INTELLIGENCE ESTIMATES FILES a. Development Files (Temporary) Extra copies of material contained in the development files maintained by each area for background and reference purposes. The record copies of development files are transferred to the Reading Room (Item 10b) b. Published Copy. Contains copies of published Estimates maintained in the areas of origin for reference purposes. Filed by Estimate Number.	15.2 3.2	Temporary. Destroy when Estimate is published. Temporary. Destroy when no longer needed for reference purposes.
25	RESEARCH AND REFERENCE FILE Consists of extra copies of Cables, FBIS, State dispatches, CIA publications, Weeka reports, Intelligence Digests, newspapers and various other documents and publications collected in the preparation of Intelligence Estimates. Used for reference purposes. Material maintained by each area due to geographical and subject variations. Filed categorically by type of reference material. (1954 to date)	97.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.
26	LIBRARY MATERIAL These are bound books, technical manuals, and similar publications used for reference purposes. Included are Political Handbooks, U. S. in World Affairs, books on various foreign countries, and technical journals.	30.5	Temporary. Return to OCR Library when no longer needed for reference purposes.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
27	<p>TOP SECRET LOGS</p> <p>These are signed copies of logs maintained on movement of top secret material within or outside the area. (1952-1957)</p>	.6	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-3

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Board of National Estimates

SIGNATURE

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

28

REFERENCE PUBLICATIONS FILES

These are copies of the terms of references, contributions, drafts and final copies of estimates produced by ONE, and extra copies of other reference materials used in developing estimates. Maintained for reference purposes.

a. Two complete sets of the published Estimates maintained for the convenience of the Board. Filed by Estimate Number.

b. Development files maintained on estimates in process. Each board member maintains a set as his working file.

c. Extra copies of reports produced by other offices, Daily Digests, Staff Memos, memos to the various Intelligence Committees, minutes to various meetings and the programs of the Board. (Current)

4.0

Temporary. Destroy when no longer needed for reference purposes.

1.5

Temporary. Destroy when final Estimate is printed.

2.0

Temporary. Destroy when obsolete or when no longer needed for reference purposes.

29

TOP SECRET MAIL LOG

Retained copies of logs maintained on the movement of Top Secret material in and out of the area. Maintained for security purposes. (1950-1957)

.3

Temporary. Disposal not authorized. Retain in current files area indefinitely.

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RECORDS CENTER 2005/11/21 : CIA-RDP78-00487A000100110008-3

SCHEDULE NO.

25X

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE OF NATIONAL ESTIMATES - Publications

TITLE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
30.	INTELLIGENCE ESTIMATES FILE These are the record copies of the National Intelligence Estimates, Special Intelligence Estimates, and Special National Intelligence Estimates. They consist of published copies of Estimates, and top secret signature sheets. Filed numerically by Estimate number. (1950-1957)	8.5	Permanent. Disposal not authorized. Cut off file at the end of each calendar year; retain in current files area 1 year and transfer to the Records Center.
31	MASTER COPY FILES a. This file consists of the drafts used in developing Estimates, Staff Memos, Memoranda to the Boards, internal notices, post mortums, and other ONE publications. Used for running off additional copies when required. (1956-1957) b. Extra copies of all printed matter held for supplemental distribution. Filed categorically by type of publication. (1957)	2.0 1.0	Temporary. Destroy after 6 months. Review files weekly and destroy material over 6 months old. Temporary. Destroy after publication of NIE to which copies relate.
32	DOCUMENT RECEIPTS These are signed copies of Document Receipts maintained on material transmitted within the Agency or to other government agencies. Filed chronologically. (1951-1957)	1.2	Temporary. Disposal not authorized. Cut off at end of each calendar year. retain in current files area for 1 year and transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
33	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3		
	<p>COURIER RECEIPTS FOR CLASSIFIED MAIL</p> <p>Copies of mail receipts signed by couriers in picking up all classes of mail for delivery to addressees. Filed by courier number. (1951-1957)</p>	<p>1.4</p>	<p>Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>

RECORDS CONTROL SCHEDULE 55/11/21 : CIA-RDP78-00487A000100110008-3

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE OF NATIONAL ESTIMATES - Support Staff/ Information Control

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

34

COMMUNICATIONS CONTROL FILES

Records of all classified material, including top secret, received and dispatched by the office. Maintained primarily for security purposes. Filed by type of material and chronologically thereunder.

a. Top Secret Number Log. Maintained to control block of TS numbers assigned to ONE. Used in assigning numbers to documents originating within ONE and to contributions received from other Agencies.

(1955 to date)

.1

Temporary. Disposal not authorized. Retire to Records Center when 2 years old.

b. Top Secret Cable Log. Signed copies of receipt and disposition of incoming cables.

(1955 to date)

.2

Temporary. Disposal not authorized. Retire to Records Center when 2 years old.

c. Top Secret Logs. Retained signed copies recording receipt, internal movement and disposition of top secret material, other than cables. Copy forwarded to Top Secret Control Officer. Logs maintained by source, numerically and chronologically for convenience of reference.

(1955 to date)

.2

Temporary. Disposal not authorized. Retire to Records Center when 2 years old.

d. Logs maintained on cables classified as secret or below recording receipt and destruction dates.

(1956 - 1957)

3.5

Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110008-3			
34	COMMUNICATIONS CONTROL FILES <u>CONTD</u>		
	e. Logs maintained on other documents and administrative material. Filed by incoming source or type of document and chronologically thereunder. Also lists destruction dates. (1956)	2.0	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	f. Intellafax Cards. 3x5 cards accompanying material received from OCR. Due to great bulk of material received daily these cards are maintained for log and control purposes. Contains complete record of routing of documents and destruction date. Filed by source, country, and year and numerically by report number. (1956 to date)	1.0	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	g. These are 3x5 cards which supersede the intellafax card system. Cards are used to log receipt of intelligence reports and to maintain record of disposition either by destruction or routing outside ONE. Filed by document number. (Current)	.5	Temporary. Destroy after 1 year. Place in inactive file when report is disposed of; retain for one year and destroy.
35	MAIL RECEIPTS		
	a. Document Receipts. These are retained signed copies of classified document receipts prepared by this office for distribution of classified material to other offices and IAC community. (1956 to date)	.6	Temporary. ^{Destroy after 2 years.} Dispose not authorized Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center, destroy.
	b. Courier Receipts for Classified Mail. These are copies of classified mail receipts (Form 35-16) signed by couriers for pick-up of material for delivery to addressees. Filed chronologically.	1.5	Temporary. ^{3 months} Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area for 1 year and destroy. R.D.
SECRET			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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35	MAIL RECEIPTS <u>CONTD</u> c. Pouch Receipts. Lists of material sent by pouch. Filed chronologically. (1956 - 1957)	.1	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
36	TRANSITORY FILES These files consist of classified documents cables, and reports which were circulated through ONE for information or to be used in producing Estimates and are returned for disposition or destruction. a. Top Secret Cables received from the State Department, Army, CIA and others. Maintained as a ready reference. Filed chronologically. (Current) b. All other cables held for one month for reference purposes. Filed chronologically. (Current) c. Classified reports and documents which were used in preparing Estimates, now returned from the areas for destruction after final estimate is published. Record copies in the Reading Room. Filed by categories.	.5 5.0 2.0	Temporary. Maintain 1 month level. Return to Cable Branch when 1 month old. Temporary. Destroy after 1 month. Maintain 1 month level. Thereafter destroy material when 1 month old. Temporary. Destroy immediately upon return from areas.

SECRET

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